

**Board of Fire Commissioners
LINDENWOLD FIRE DISTRICT No.1
Monthly & Year-End Meeting Minutes**

Meeting Date: April 15, 2024
Meeting Place: Fire Administration Building
Meeting Called To Order: 7:30pm
Members of Board Present: **Chairman** – Richard Paul
Vice Chairman – Tamara DeLucca
Treasurer – Wayne Hans
Secretary – Frank Weindel
Commissioner – Frank DeLucca
District Clerk – Tiffany Beach
Solicitor – Jeffrey Catalano

Salute the Flag

Sunshine Law – Comm. Paul

In accordance with the NJ Sunshine Law this meeting Notice of this meeting has been duly advertised in compliance with the provisions of the open public meetings law. Please be advised that this meeting will be recorded for possible later playback.

Roll Call Commissioners

All present.

Minutes of the Previous Meeting – Comm. Paul

Motion made by Comm. Weindel seconded by Comm. Hans to approve the March 18th Board meeting minutes as they are available to the public upon request. Any questions? (hearing none) All in favor, ayes have it.

Correspondence – Cl. Beach

Cl. Beach: We received a card from the High School thanking the Bureau of Fire Prevention for allowing them to come here & get a demonstration. I've also been going back and forth with the auditors in regards to the audit that is currently being conducted.

Treasurer's Report – Comm. Hans

As of April 15, 2024

TD Bank General Checking	126,874.24
TD Bank Money Market Account	1,374,456.50
TD Bank Money Market Capital	2,570.67
TD Bank Payroll Checking	25,296.05
TD Bank LEA Dedicated Penalty	5,578.36
TD Bank LEA Trust Penalty	15,060.65
Investment NJ ARM	2,056,242.39
Petty Cash	200.00
Total Current Assets	3,606,278.86

Motion made by Comm. Weindel seconded by Comm. T. DeLucca to accept the Treasurer's Report as read.
Any questions? (hearing none) Roll call vote, all yes.

Payment of Bills – Comm. Hans

Comm. Hans: In front of you, you have a list of 45 bills totaling \$65,142.10

Motion made by Comm. T. DeLucca seconded by Comm. Weindel to approve the payment of bills.
Any questions? (hearing none) Roll call vote, all yes.

COMMITTEE REPORTS

Administration / Personnel – Comm. DeLucca

Comm. T. DeLucca: A formal letter has been sent to the Board of Elections to switch the election to November. That will come in effect November of 2025.

Office of Fire Prevention – Fire Official Shannon

Comm. T. DeLucca: Unfortunately, we do not have a report this month.

Fire Department Equipment – Comm. Paul

Comm. Paul: Pump, hose, & ladder testing. We lost some hose & will be working on replacing.

Turn-Out Gear – Comm. Paul

Comm. Paul: All the gear is good.

Apparatus – Comm. Paul

Comm. Paul: All the trucks are in service. Jay will be here tomorrow to fix the issue on the ladder. The que on the Squirt.

Recruitment / Membership – Comm. F. DeLucca

Comm. F. DeLucca: I met with the 2 members at No. 2 on membership & recruitment. There are about 2-3 active members.

Fitness Center – Comm. F. DeLucca

Comm. F. DeLucca: I did a few walk through at the gym. I got some new sign in sheets this way we know which entity people are coming from. There wasn't one there before. I am going to get a sign to post. I am still looking for a contract or agreement with the cleaning company to see what their duties are. It is not clean.

Comm. T. DeLucca: I oversee the fobs. I have looked into replacing it but with the future project, it is very expensive to replace the whole system.

Comm. F. DeLucca: How do we get access to it?

Comm. R. Paul: Ray has access to it.

Comm. T. DeLucca: I oversee the fob system. We have looked into updating it but it is very expensive.

Comm. F. DeLucca: I would like to get the area cleaned up at the gym & the wooded area that the district owns.

Comm. Hans: We can get that area cleaned up. I'll take a walk back there with you.

Comm. DeLucca: I'd like to see a timeline with this. Should we paint it?

S.O.G.'s – Comm. Paul

Comm. Paul: We are in the process of getting all of the SOG's updated. There are a few SOGs that we will be doing tonight.

Future Projects- Comm. Paul

Comm. Paul: We had the meeting with the Local Finance Board this week. They voted in favor with the bonding of the new building. We will be meeting with Phoenix on the next step on moving forward with the bonding of the money.

Communications – Comm. DeLucca

Comm. T. DeLucca: Phone lines have been fixed & are no longer being forwarded.

Computers – Comm. DeLucca

No report.

Incentive Program – Comm. Weindel

No. report.

Assist Personnel – Comm. Paul

No report

Budget – Comm. Hans

No report.

Fixed Assets – Comm. Hans

No report.

Hydrants/ Water – Comm. Hans

Comm. Hans: Hydrant

Building Maintenance / Grounds – Comm. Hans

No report.

Health & Safety – Comm. Hans

Comm. Hans:

Insurance – Comm. F. DeLucca

Comm. DeLucca: I did a walk around with a representative from the JIF. We went to all of the buildings including the gym.

Uniforms – Comm. Weindel

Comm. Weindel: I'm set up a meeting with John from Action. May 7th at 6pm. Badges will be distributed.

Training- Comm. Weindel
No report.

Fuel – Comm. Weindel
Comm. Weindel: Wawa cards will expire next year.

Chief's Report – Deputy Chief Polifrone

D/C Polifrone: We submitted a grant for some radios. Training last week was vehicle stabilization.

President's Report – Comm. Paul

President Astor: So the election will be in November?

Comm. T. DeLucca: Not this November, there won't be an election February 2025, it will roll over to November. As long as we are under the 2% cap the budget won't be voted on, only the commissioners, it will still be presented. As long as we don't go over 2% the budget will pass.

Sol. Catalano: As long as the board is financially responsible & under 2% it will no longer be voted on. A majority of district have already switched.

Borough of Lindenwold – Councilman Morrissey

Councilman: I noticed the blue drums are knocked over on the side of the station. I am not sure what they are?

President Astor: Trash cans? I'll take care of it.

Solicitor – J. Catalano

No report.

Old Business – Comm. Paul

Comm. Paul: Any old business? (hearing none)

New Business – Comm. Paul

Comm. Paul: Any new business? (hearing none)

Public Portion – Comm. Paul

Motion made by Comm. Hans, seconded by Comm. Weindel to open to the public. All in favor, ayes have it.

David MacBride: Mr. MacBride congratulated the board on an amazing job with moving forward with the new building & new tower ladder. I am very proud of you guys. Mr. MacBride mentions how it is still a great volunteer department, there are second and third generation members who are still involved here. Other towns pay per call or doing duty crews. Mr. MacBride put perspective that the most valuable asset is the volunteers here. It's a rare find. Mr. MacBride also runs with a combination department. Paid guys cost approx. 400,000 a year. But if you don't "pay" the guys you pay the "guys". Show they are supported and appreciated.

Motion made by Comm. Weindel, seconded by Comm. T. DeLucca, to close to the public. All in favor, ayes have it.

Resolutions – Comm. Paul

Resolution 2024-17 AUTHORIZING THE ISSUANCE AND SALE OF UP TO \$10,650,000 AGGREGATE PRINCIPAL AMOUNT OF ITS GENERAL OBLIGATION BONDS

Motion made by Comm. Weindel, seconded by Comm. T. DeLucca as read. Any questions? (hearing none)

Roll call vote, Comm's T. DeLucca, Weindel, Hans, Paul, yes. Comm. F. DeLucca, No.

2024-18 TO AMMEND POLICIY DIRECTIVES 1003, 1004, 1005, 1007, 1202.

Motion made by Comm. Weindel, seconded by Comm. T. DeLucca as read. Any questions? (hearing none)

Roll call vote, Comm's T. DeLucca, Weindel, Hans, Paul, F. DeLucca yes.

Open to Commissioners – Comm. Paul

Comm. F. DeLucca: Suggests that we need to aggressively move forward with either a combination department or career department. This is the trend.

Comm. T DeLucca: Chief, if you want to send me some pictures for social media along with a short sentence with training or any photos anyone takes, I will get them posted on social media.

Adjourn - Comm. Paul

Motion made by Comm. T. DeLucca seconded by Comm. Weindel to adjourn the meeting at 7:55pm.

Any questions? (hearing none) All in favor, ayes have it.



LINDENWOLD FIRE DEPARTMENT

Chief Report

March 18th to April 14th

67 calls

Updating SOG as needed

Working on new equipment purchases

Grant submitted for portable radios replacement with Laurel Springs and Clementon. Total for Lindenwold would be 40 radios equaling 220,000.00

Large set of Hydraulic Spreaders is OOS to be repaired.

Training

4/9 Vehicle Stabilization

4/16 Stabilization and cutting

4/23 Pinewood Fire PIA

4/30 Vehicle extrication scenarios

Lindenwold Fire District No.1
Balance Sheet
As of April 15, 2024

	Apr 15, 24
ASSETS	
Current Assets	
Checking/Savings	
1000 · CASH	
1011 · TD Bank Money Market Acco...	1,374,456.50
1013 · TD Bank Money Market Capital	2,570.67
1015 · General Checking 3	123,889.79
1016 · Investment NJ ARM	2,056,242.39
1020 · TD Bank Payroll Checking	25,296.05
1030 · TD Bank LEA Dedicated Pen...	5,578.36
1040 · TD Bank LEA Trust Penalty	15,060.65
1090 · Petty Cash	200.00
Total 1000 · CASH	3,603,294.41
Total Checking/Savings	3,603,294.41
Total Current Assets	3,603,294.41
TOTAL ASSETS	3,603,294.41
LIABILITIES & EQUITY	0.00

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1, IN THE BOROUGH
OF LINDENWOLD, COUNTY OF CAMDEN, NEW JERSEY**

RESOLUTION 2024-17

RESOLUTION OF THE COMMISSIONERS OF FIRE DISTRICT NO. 1, IN THE BOROUGH OF LINDENWOLD, COUNTY OF CAMDEN, NEW JERSEY AUTHORIZING THE ISSUANCE AND SALE OF UP TO \$10,650,000 AGGREGATE PRINCIPAL AMOUNT OF ITS GENERAL OBLIGATION BONDS, SERIES 2024; MAKING CERTAIN COVENANTS TO MAINTAIN THE EXEMPTION OF INTEREST ON SAID BONDS FROM FEDERAL INCOME TAXATION; AND AUTHORIZING SUCH FURTHER ACTIONS AND MAKING SUCH DETERMINATIONS AS MAY BE NECESSARY OR APPROPRIATE TO EFFECTUATE THE ISSUANCE AND SALE OF SAID BONDS

BACKGROUND

WHEREAS, pursuant to N.J.S.A. 40A:14-70 et seq., as amended and supplemented ("Fire District Law"), and by virtue of the proposal adopted by The Commissioners of Fire District No. 1, in the Borough of Lindenwold, County of Camden May, New Jersey ("Board" when referring to the governing body and "Fire District" when referring to the legal entity governed by the Board) and approved by the voters of the Fire District at a special election held on February 17, 2024, the Fire District is authorized to issue bonds in the aggregate principal amount of up to \$10,650,000 to finance the costs of a capital improvement project consisting of the acquisition of certain real property located at 517 E. Linden Avenue in the Borough of Lindenwold for the purpose of demolishing the existing building thereon and, thereafter constructing and equipping a new Fire Station in the Fire District (collectively, the "Project"); and

WHEREAS, the Fire District desires at this time to permanently finance the costs of the Project through the issuance and sale of its general obligation bonds in an aggregate principal amount of up to \$10,650,000; and

WHEREAS, pursuant to the Fire District Law, it is the intent of the Board hereby to authorize, approve and direct the issuance and sale of such bonds, to ratify and confirm certain actions heretofore taken by or on behalf of the Fire District and to make certain related determinations and authorizations in connection with such issuance and sale.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF FIRE DISTRICT NO. 1, IN THE BOROUGH OF LINDENWOLD, COUNTY OF CAMDEN, NEW JERSEY, PURSUANT TO THE FIRE DISTRICT LAW, AS FOLLOWS:

Section 1. Pursuant to the Fire District Law, the issuance, sale and award of general obligation bonds of the Fire District to be designated, substantially, "The Commissioners of Fire District No. 1, in the Borough of Lindenwold, County of Camden, New Jersey, General Obligation Bonds, Series 2024" ("Bonds"), in the aggregate principal amount of up to \$10,650,000 for the Project, are hereby authorized and approved.

Section 2. The Bonds shall be dated their date of delivery and shall mature on August 1st, in the years and amounts, with such changes as shall be approved by the Treasurer upon the advice of the Fire District's professional advisors, such approval to be conclusively evidenced by the execution of a Certificate of Determination and Award by the Treasurer ("Award Certificate"), set forth below:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2025	\$250,000	2040	\$355,000
2026	250,000	2041	370,000
2027	250,000	2042	380,000
2028	255,000	2043	395,000
2029	260,000	2044	400,000
2030	265,000	2045	405,000
2031	265,000	2046	415,000
2032	270,000	2047	425,000
2033	275,000	2048	435,000
2034	280,000	2049	450,000
2035	290,000	2050	480,000
2036	300,000	2051	480,000
2037	315,000	2052	490,000
2038	325,000	2053	500,000
2039	340,000	2054	500,000

The term of the Bonds is equal to or less than the average period of usefulness of the Project being financed through the issuance of the Bonds. Interest on the Bonds shall be payable semiannually on August 1st and February 1st, commencing on February 1, 2025, in each year until maturity. The Bonds are not subject to redemption prior to their stated maturity dates.

The Treasurer is hereby authorized to adjust the maturity schedule of the Bonds set forth in the maturity schedule above in accordance with the Local Bond Law, specifically *N.J.S.A. 40A:2-26(g)*.

Section 3. The Bonds maturing on and after August 1, 2035 may be subject to redemption prior to their stated maturity dates at the option of the Fire District, upon notice as set forth below, as a whole or in part (and, if in part, such maturities as the Fire District shall determine and within any such maturity by lot) on any date on and after August 1, 2034, at a redemption price equal to 100% of the principal amount of Bonds to be redeemed, plus accrued interest to the redemption date.

The Treasurer of the Fire District is hereby authorized to determine whether the Bonds shall be subject to redemption and/or to revise the dates upon which the Bonds shall be subject to redemption, all in accordance with the Fire District Law.

Section 4. Notice of redemption for the Bonds shall be given by mailing first class mail in a sealed envelope with postage pre-paid not less than thirty (30) days nor more than sixty (60) days prior to the redemption date to the owner of every Bond of which all or a portion is to be redeemed at his or her last address, if any, appearing on the registration books of the Fire District or its hereinafter designated paying agent, if any. So long as the Bonds are issued in book-entry-only form, all notices of redemption will be sent only to the Securities Depository (hereinafter defined) and not be sent to the beneficial owners of the Bonds. Failure of an owner of the Bonds to receive such notice or of the Securities Depository to advise any participant or any failure of a participant to notify any beneficial owner of the Bonds shall not affect the validity of any proceedings for the redemption of the Bonds. Such notice shall specify: (i) the series and maturity of the Bonds to be redeemed; (ii) the redemption date and the place or places where amounts that are due and payable upon such redemption will be payable; (iii) if less than all of the Bonds are to be redeemed, the letters and numbers or other distinguishing marks of the Bonds to be redeemed; (iv) in the case of a Bond to be redeemed in part only, the portion of the principal amount thereof to be redeemed; (v) that on the redemption date there shall become due and payable with respect to each Bond or portion thereof to be redeemed the redemption price; and (vi) that from and after the redemption date interest on such Bonds or portion thereof to be redeemed shall cease to accrue and be payable.

Section 5. The Bonds shall be in the form prescribed and permitted by the Fire District Law, as Parker McCay P.A., Mount Laurel, New Jersey, as bond counsel to the Fire District ("Bond Counsel"), may advise and as the Fire District shall approve. One certificate shall be issued for the aggregate principal amount of Bonds maturing in each year. Both the principal of and interest on the Bonds will be payable in lawful money of the United States of America. The Bonds will be executed on behalf of the Fire District by the manual or facsimile signature of the Chairman or Vice Chair, attested by the Clerk of the Board (such execution shall constitute conclusive approval by the Fire District of the form of the Bonds), and shall bear the affixed, imprinted or reproduced seal of the Fire District thereon.

Section 6. The Chairman, Vice Chair and Treasurer, with the advice of Phoenix Advisors, LLC, Bordentown, New Jersey, municipal advisor to the Fire District ("Municipal Advisor"), are hereby authorized to determine whether to sell the Bonds on a private or public basis in accordance with the Fire District Law.

Section 7. To the extent a determination is made to sell the Bonds without a full public offering, the Chairman, Vice Chair, Treasurer and Clerk of the Board are each hereby authorized and directed to prepare and distribute a Notice of Sale ("NOS"), with the Municipal Advisor and Bond Counsel, to various financial institutions.

Section 8. In accordance with the terms of the NOS, and upon the recommendation of the Municipal Advisor, the Chairman, Vice Chair and the Treasurer are each hereby authorized to award and sell the Bonds to the firm submitting the most advantageous proposal to the Fire District,

said award and sale to be conclusively evidenced by execution of the Award Certificate. At the next meeting of the Board following the issuance and sale of the Bonds, the Chairman, Vice Chair and the Treasurer are authorized and directed to make a full report to the Board concerning the terms and conditions of said sale and to include same in the official minutes of said meeting.

Section 9. The Fire District is hereby authorized to issue the Bonds in bearer or fully registered book-entry-only form. One certificate shall be issued for the aggregate principal amount of the Bonds maturing in each year (unless the Bonds are issued on a private basis and the purchaser thereof requests a single certificate for the full principal amount of the Bonds). Both the principal of and interest on the Bonds will be payable in lawful money of the United States of America.

Section 10. If issued in fully registered book-entry-only form, each certificate will be registered in the name of Cede & Co., as nominee of The Depository Trust Company, New York, New York ("DTC"), which will act as securities depository ("Securities Depository"). The certificates will be on deposit with DTC. DTC will be responsible for maintaining a book-entry system for recording the interests of its participants or the transfers of the interests among its participants. The participants will be responsible for maintaining records recording the beneficial ownership interests in the Bonds on behalf of individual purchasers. Individual purchases may be made in the principal amount of \$5,000 through book-entries made on the books and the records of DTC and its participants. The principal of and interest on the Bonds will be paid to DTC by the Fire District on the respective maturity dates and due dates and will be credited on the respective maturity dates and due dates to the participants of DTC as listed on the records of DTC as of the fifteenth (15th) day of the month immediately preceding an interest payment date.

Section 11. The Fire District is hereby authorized to make representations and warranties, to enter into agreements and to make all arrangements with DTC, as may be necessary in order to provide that the Bonds will be eligible for deposit with DTC and to satisfy any obligation undertaken in connection therewith.

Section 12. In the event that DTC may determine to discontinue providing its service with respect to the Bonds or is removed by the Fire District and if no successor Securities Depository is appointed, the Bonds which were previously issued in book-entry form shall be converted to Registered Bonds (as hereinafter defined) in denominations of \$5,000, or any integral multiple thereof, and in integral multiples of \$1,000 above the minimum of \$5,000 or in such amount necessary to issue the principal amount of the Bonds ("Registered Bonds"). The beneficial owner under the book-entry system, upon registration of the Bonds held in the beneficial owner's name, will become the registered owner of the Registered Bonds. The Fire District shall be obligated to provide for the execution and delivery of the Registered Bonds in certified form.

Section 13. The preparation of a preliminary official statement ("Preliminary Official Statement") relating to the Bonds, and the distribution of said Preliminary Official Statement to prospective purchasers of the Bonds and others having an interest therein, are hereby authorized and directed. The Chairman, Vice Chair, Treasurer and Clerk of the Board are each hereby authorized to deem the Preliminary Official Statement "final", as contemplated by paragraph (b)(1) of Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934, as amended ("Rule 15c2-12").

Section 14. The Treasurer is hereby authorized to solicit proposals for and engage the services of one or more qualified firms to provide printing, electronic and/or physical dissemination of the Preliminary Official Statement and final Official Statement (as defined below) ("Printer"), pursuant to the Fire District Law and the regulations promulgated thereunder. The Treasurer is hereby authorized to enter into one or more agreements for the services to be provided.

Section 15. The appointment of Phoenix Advisors LLC, Bordentown, New Jersey, to serve as dissemination agent ("Dissemination Agent") to the Fire District in connection with the issuance and sale of the Bonds is hereby authorized, approved, ratified and confirmed. The Treasurer of the Fire District is hereby authorized to enter into an agreement with the Dissemination Agent for the services to be provided.

Section 16. The Treasurer is hereby authorized, if necessary or advisable, to solicit proposals for and engage the services of a qualified financial institution to serve as paying agent for the Bonds ("Paying Agent"). The Treasurer is hereby authorized to enter into an agreement with the Paying Agent for the services to be provided.

Section 17. Pursuant to the Fire District Law, the Treasurer ("Sale Official") is hereby authorized to sell and award the Bonds at a public sale. The sale of the Bonds shall be in accordance with the provisions of the Fire District Law and the advertised terms of such public sale. If necessary or desirable, the Sale Official is hereby authorized to postpone, from time to time, the date and time established for receipt of bids for the sale of the Bonds in accordance with the Fire District Law. If any date fixed for receipt of bids and the sale of the Bonds is postponed, the

Sale Official is hereby authorized to announce an alternative sale date at least forty-eight (48) hours prior to such alternative sale date. The Sale Official is hereby authorized and directed to cause a summary notice of sale and a notice of sale of the Bonds to be prepared and disseminated in accordance with the Fire District Law. At the next meeting of the Board after the sale and award of the Bonds, the Sale Official shall report, in writing, to the Board the principal amount, the rate or rates of interest, the maturity dates, the dates upon which interest on the Bonds shall be paid, the price and the purchaser or purchasers of the Bonds.

Section 18. The utilization of i-Deal LLC, New York, New York, to provide electronic bidding services to the Fire District in connection with the competitive sale of the Bonds ("Bidding Agent") through the use of the Bidding Agent's BiDCOMP/PARITY auction system, pursuant to the Fire District Law and the regulations promulgated thereunder, is hereby authorized, approved, ratified and confirmed.

Section 19. The preparation of a final official statement ("Official Statement") with respect to the Bonds is hereby authorized and directed. Within seven (7) business days of the sale of the Bonds and in sufficient time to accompany any confirmation that requests payment from a customer, the Fire District will deliver sufficient copies of the Official Statement to the purchaser of the Bonds in order for the same to comply with Paragraph (b)(4) of Rule 15c2-12. The Chairman, Vice Chairman, Treasurer and Clerk of the Board are each hereby authorized to execute the Official Statement, and the distribution thereof to purchasers and others is hereby authorized and directed. The execution of the final Official Statement by the Chairman, Vice Chairman, Treasurer and Clerk of the Board shall constitute conclusive evidence of approval by the Fire District of the changes

therein from the Preliminary Official Statement. The Chairman, Vice Chairman, Treasurer and Clerk of the Board are each hereby authorized to approve any amendments of or supplements to the Official Statement.

Section 20 In order to assist potential underwriters of the Bonds in complying with the secondary market disclosure requirements of Rule 15c2-12, the Chairman, Vice Chair, Treasurer and Clerk of the Board are each hereby authorized to execute on behalf of the Fire District before the issuance of the Bonds an agreement with the Dissemination Agent, as dissemination agent, providing for the preparation and filing of the necessary reports in accordance with Rule 15c2-12.

Section 21. The Bonds shall be general obligations of the Fire District. The full faith and credit of the Fire District are irrevocably pledged to the punctual payment of the principal of and interest on the Bonds and, to the extent payment is not otherwise provided, the Fire District shall levy *ad valorem* taxes on all taxable real property within the jurisdiction of the Fire District without limitation as to rate or amount for the payment thereof.

Section 22. The Fire District hereby covenants that it will not make any use of the proceeds of the Bonds or do or suffer any other action that would cause: (i) the Bonds to be "arbitrage bonds" as such term is defined in Section 148(a) of the Internal Revenue Code of 1986, as amended ("Code"), and the Regulations promulgated thereunder; (ii) the interest on the Bonds to be included in the gross income of the owners thereof for federal income taxation purposes; or (iii) the interest on the Bonds to be treated as an item of tax preference under Section 57(a)(5) of the Code.

Section 23. The Fire District hereby covenants as follows: (i) it shall timely file with the Internal Revenue Service, such information report or reports as may be required by Sections 148(f) and 149(e) of the Code; and (ii) it shall take no action that would cause the Bonds to be "federally guaranteed" within the meaning of Section 149(b) of the Code.

Section 24. To the extent not otherwise exempt, the County hereby covenants that it shall make, or cause to be made, the rebate required by Section 148(f) of the Code in the manner described in Treasury Regulation Sections 1.148-1 through 1.148-11, 1.149(b)-1, 1.149(d)-1, 1.149(g)-1, 1.150-1 and 1.150-2, as such regulations and statutory provisions may be modified insofar as they apply to the Bonds.

Section 25. Application to Moody's Investors Service and/or S&P Global Ratings, acting through Standard & Poor's Financial Services LLC, for a rating and/or ratings on the Bonds and the furnishing of certain information concerning the Fire District and the Bonds for the purpose of qualifying the Bonds for municipal bond insurance, is hereby authorized, ratified, confirmed and approved.

Section 26. The Treasurer is hereby authorized to pay the costs associated with the issuance of the Bonds; provided, however, that such costs do not exceed the maximum amounts set forth in the application submitted by the Fire District to the Local Finance Board in connection with the issuance and sale of the Bonds.

Section 27. All actions heretofore taken and documents prepared or executed by or on behalf of the Fire District by the members of the Board or by the Fire District's professional

advisors, in connection with the authorization, issuance and sale of the Bonds, are hereby ratified, confirmed, approved and adopted in all respects.

Section 28. The Chairman, Vice Chair, Treasurer and Secretary are each hereby severally authorized to determine all matters and execute all documents and instruments in connection with the issuance of the Bonds not determined or otherwise directed to be executed by the applicable law, or by this or any subsequent resolution, and the signatures of the Chairman, Vice Chair, Treasurer and Secretary on such documents or instruments shall be conclusive as to such determinations.

Section 29. All other resolutions, or parts thereof, inconsistent herewith are hereby rescinded and repealed to the extent of any such inconsistency.

Section 30. This Resolution shall take effect immediately upon adoption this 15th day of April, 2024.

Dated: 04/15/2024


Richard J. Paul Jr., Chairman


Attest: Tiffany Beach, District Clerk

RESOLUTION 2024-18
Board of Fire Commissioners
Lindenwold Fire District No. 1

APPROVING FIRE DISTRICT POLICY DIRECTIVES 1003, 1004, 1005, 1007& 1202

WHEREAS, N.J.S.A. 40A:14-70 gives the designation to the Board of Fire Commissioners for Lindenwold Fire District No. 1 as the authority having jurisdiction, and;

WHEREAS, Lindenwold Fire District No. 1 has the overall responsibility, liability and culpability to ensure operational effectiveness of the Fire District's goals and objectives; and

WHEREAS, the Board has in place Policy Directives 1003 (Sexual and Workplace Harassment); 1004 (Disciplinary Code), 1005 (Public Complaints); 1007 (Ethics); 1202 (Risk Management); and;

WHEREAS, the Board desires to amend Policy Directives 1003, 1004, 1005, 1007, and 1202; and

WHEREAS, a copy of the proposed amended Policy Directives 1003, 1004, 1005, 1007, and 1202 are attached hereto as Exhibits A-E, respectively, and;

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Fire Commissioners for Lindenwold Fire District No. 1 adopts the proposed amendments to Policy Directives 1003 (Sexual and Workplace Harassment); 1004 (Disciplinary Code), 1005 (Public Complaints); 1007 (Ethics); 1202 (Risk Management).

BE IT FURTHER RESOLVED that the Board will require all members to follow and abide by said Policy Directives.

Dated: April 15, 2024


Richard J. Paul Jr, Chairman


Attest: Tiffany Beach, District Clerk

SEXUAL & WORKPLACE HARASSMENT

Policy Directive 1003

EFFECTIVE DATE: October 1, 2008

REVISION DATE: 03/25/2024

GENERAL INFORMATION

Objective

The purpose of this policy is to develop and maintain an awareness of the personal dignity of others by fostering a work environment free of unlawful harassment, and to establish procedures for dealing with unlawful harassment when it occurs. This policy applies to harassment of or by employees/volunteers from or toward anyone, including any supervisor, co-worker, the public or independent contractor. All employees have a right to a work environment free from all forms of unlawful discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual and workplace harassment.

Harassment is a form of employee misconduct which undermines the integrity of the employment relationship. Harassment debilitates morale and interferes with work productivity and therefore, will not be tolerated. Any employee who engages in harassment is subject to discipline, up to and including dismissal. A copy of this Order will be posted permanently in a prominent location on the station bulletin board.

Authority

- Title VII of the Civil Rights Act of 1964, U.S. 2000e et. seq.
- Civil Rights Act of 1991, U.S.C. 1981 et. seq.
- N.J.S.A. 10:5-1 et. seq. (New Jersey Law Against Discrimination)
- N.J.S.A. 11A:1-1 et. seq.
- N.J.A.C. 4A:703.1

Prohibited Conduct

Sexual Harassment - Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct, gestures, or communication of a sexual nature when:

- (a) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment; or
- (b) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, or

(c) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or creating an intimidating hostile or offensive employment environment, including but not limited to: gender harassment, generalized gender-based remarks and behavior; seductive behavior; inappropriate, unwanted, offensive physical or verbal advances; sexual bribery; solicitation of sexual activity and other sex-linked behavior by promise of reward; sexual coercion; coercion of sexual activity by threat of punishment; sexual assault; gross sexual imposition such as touching, fondling and grabbing.

Workplace Harassment

Workplace harassment generally refers to any activity directed toward a person which:

(a) Would not have occurred but for that person's race, color, religion, sex, sexual orientation or preference, national origin, handicap or disability, Vietnam-era or disabled veteran status, age, marital status, citizenship status or any other status or category protected by law status; and

(b) Is severe or pervasive enough to cause a reasonable person in that status to believe that the workplace has become hostile or abusive, i.e. slurs, jokes or other verbal, graphic or physical conduct relating to an individual's membership in a protected class

(c) Harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's sex, color, race, ancestry, religion, national origin, age, physical handicap, medical condition, physical or mental disability, marital status, veteran status, citizenship status, sexual orientation, or other protected group status. Any form of harassment related to an employee's protected group status violates this policy and will result in appropriate disciplinary action up to and including termination of employment.

Physical Assaults of a Sexual Nature

(a) Sexual assault or criminal sexual contact or the attempt to commit these offenses; or

(b) Intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body.

Unwanted Sexual Advances, Propositions or Other Sexual Comments

(a) Sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience

(b) Preferential treatment or promise of preferential treatment to an employee for submitting to sexual conduct, including soliciting, or attempting to solicit any employee to engage in sexual activity for compensation or reward; or

(c) Subjecting or threatening to subject an employee to unwelcome sexual attention or conduct; or

(d) Intentionally making performance of the employee's job more difficult because of the employee's sex. Sexual harassment also occurs when one person harasses another solely because of the victim's gender. This type of sexual harassment may involve unwelcome sexual demands or overtures, but it may also take the form of other harassing conduct not necessarily sexual in nature. For example, this would

include comments about the lesser abilities, capacities, or the “proper role” of females. It also includes subjecting a woman or a man to non-sexual harassment solely because of her or his gender.

(e) Sexual harassment is prohibited whether the harasser is male or female, and whether the harassment is opposite sex or same-sex harassment.

Sexual or Discriminatory Displays or Publications Anywhere in the Organization’s Workplace by the Organization’s Employees

(a) Displaying or otherwise publicizing in the work environment, pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually revealing, sexually suggestive, sexually demeaning, or pornographic.

(b) Displaying signs or other materials purporting to segregate an employee by sex in any area of the workplace, other than restrooms and similar semi-private locker/changing rooms.

Retaliation for Sexual and/or Workplace Harassment Complaints

(a) Disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work-related matters with any employee because that employee has complained about or resisted harassment, discrimination, or retaliation

(b) Intentionally pressuring another person to give false information about an alleged incident of sexual and/or workplace harassment for the purpose of covering up such incident.

Quid Pro Quo

No supervisory employee shall threaten or insinuate either directly or indirectly, that an employee’s refusal to submit to sexual advances will adversely affect the employee’s continued employment, evaluation, compensation, assignment, advancement, or any other condition of employment. Similarly, no supervisory employee shall promise or suggest either directly or indirectly, that an employee’s submission to sexual advances will result in any improvement in any term or condition of employment for the employee.

All workplace harassment is forbidden and will not be tolerated and covers all employees. The above list of definitions is illustrative and should not be construed as an all-inclusive list of prohibited acts under this policy.

POLICY

A. Responsibilities

1. Employees

(a) Employees subjected to sexual and/or workplace harassment are encouraged, whether directly or through a third party, to notify the alleged harasser that the behavior in question is offensive and unwelcome.

(b) Failure to inform the alleged harasser that the behavior is unwelcome does not prevent the victim from filing a complaint pursuant to this Policy.

(c) Employees subjected to sexual and/or workplace harassment are encouraged to promptly report all such incidents to the Chief of Department or Deputy Fire Chief pursuant to procedures established in this policy.

(d) Employees who observe any behavior by another employee which constitutes sexual and/or workplace harassment shall promptly report the incident to the Chief of Department or Deputy Fire Chief pursuant to procedures established in this policy.

2. Supervisors/Unit Leaders

(a) In order to ensure the integrity of the work environment, Unit Leaders and/or Supervisors are required to ensure adherence to and compliance with this policy

(b) If a Unit Leader and/or Supervisor learns of conduct that violates the policy, the supervisor must either (1) assist the victim in reporting the violation or (2) report the violation him- or herself if the victim does not want to come forward.

(c) Unit Leaders and/or Supervisors are also responsible for monitoring the work environment to ensure that retaliation does not occur.

B. Reporting Sexual and/or Workplace Harassment

1. The Fire District encourages the prompt reporting of complaints so that rapid response and appropriate action may be taken. Any complaint should be reported within 60 days to be considered current. Nevertheless, due to the sensitive nature of these problems, all complaints will be investigated, regardless of when they are filed.

2. Harassment or discrimination does not have to occur on Fire District property during regular work hours for an employee to file a complaint.

3. Complaint Procedure

(a) Any employee who feels he or she has been subject to harassment should report the incident directly to the Fire Chief.

(b) The Fire Chief will ask the employee to complete a Harassment Complaint Form. Employees, however, are not required to complete the complaint form to initiate a harassment complaint under this policy.

(c) Alternatively, any employee who feels he or she has been subject to harassment should report the incident directly to the Deputy Fire Chief. The Deputy Fire Chief will ask the employee to complete a Harassment Complaint Form. Employees, however, are not required to complete the Complaint Form to initiate a harassment complaint under this policy.

(d) Any individual uncomfortable reporting an incident to the Fire Chief or the Deputy Fire Chief, should feel free to go to any Fire Commissioner which he or she feels most comfortable to relay the problem.

(e) The LFD shall investigate the harassment complaint to determine the merits of the allegations. The Chief of Department or the Deputy Fire Chief shall designate an objective investigator to determine the validity of any complaint. The objective investigator may include the Chief of Department or the Deputy Fire Chief or any third party deemed appropriate. The investigation shall be completed in a reasonable time to resolve the issue and minimize the effects of such an investigation on the parties involved.

(f) The investigation will, at a minimum, include an interview with the employee bringing the complaint and the accused. Both the complaining employee and the accused will be advised of the outcome of the investigation, but not all the details of the investigation. If the LFD determines that the complaint has merit, the accused shall face appropriate disciplinary action based upon the severity of the complaint and any prior history of past charges against the individual. Disciplinary action may include a written warning, suspension, demotion, and/or termination of employment. Any disciplinary action shall be consistent with applicable collective bargaining agreements, the LFD Personnel Policies, and applicable due process safeguards.

(g) Documentation of all actions taken at this stage shall be confidentially maintained.

(h) The investigation shall be conducted in a manner and to the degree appropriate to the scope and nature of the complaint.

(i) The investigation may include separate interviews with all persons whom the complaining employee or someone else identifies as being involved in or having knowledge of the alleged harassment.

(j) The alleged harasser will be informed of all complaints and given the opportunity to fully respond.

(k) A report of the investigation will be prepared.

C. Protection of All Parties

1. All complaints will be addressed promptly and thoroughly investigated.

2. All parties to the complaint shall be afforded all of the protection as in any internal affairs investigation.

3. To the extent possible, the sexual and/or workplace harassment investigative proceedings will be conducted in a manner which protects the confidentiality of the complainant, the alleged harasser, and all witnesses. All parties involved in the proceedings will be advised to maintain strict confidentiality, to safeguard the privacy and reputation of all involved. Any employee who unnecessarily compromises the confidentiality of an investigation will be subject to appropriate discipline.

4. The LFD encourages victims of harassment to bring their complaints to management by ensuring that no reprisals or retaliation will result from the good faith reporting of harassment. It is a violation of this policy for any personnel to retaliate against another because he or she filed a complaint or otherwise participated in the complaint procedures.

5. In the event that the Fire District determines the complaint to be intentionally dishonest, appropriate disciplinary action may be taken against the employee who caused the complaint to be filed.

D. Discipline

1. If, as a result of any investigation, it is found that harassment has occurred, appropriate action shall be taken.

This may include the following:

(a) disciplinary actions up to and including discharge from the Department against the person who fails to abide by the Department's policy against harassment.

(b) changes in job responsibilities

(c) changes in reporting responsibilities

(d) transfer to another job or department

(e) requiring employee or employees to undergo counseling, sensitivity training or other appropriate educational seminars.

2. All information disclosed during the investigation and all action shall be held strictly confidential.

3. Retaliation in any form against a complainant or anyone who participates in the complaint process or investigation process is strictly prohibited and may result in appropriate disciplinary action, including termination of employment.

DISCIPLINARY CODE

Policy Directive 1004

EFFECTIVE DATE: October 1, 2008

REVISION DATE: 03/25/2024

GENERAL INFORMATION

Objective

The maintenance of uniform minimum rules and regulations is an integral component to the Department's operation. These guidelines are established to ensure that every member respects the values set forth by the Department.

POLICY

Relationship of Offenses to Penalties

1. The offenses herein shall guide the Chief of Department and his/her subordinate Fire Officers in administering fair and uniform penalties for violations of Department Rules of Conduct.
2. Offenses not included in the list shall result in penalties similar to those specified for similar offenses of comparable seriousness.
3. Repeated violations of the Rules of Conduct shall be indicative of a member's disregard of the obligations of all members and shall be cause for dismissal. This may apply regardless of the severity of the offenses, regardless of any reckoning period, and regardless of whether these violations are of the same type.
4. Although progressive discipline is a method utilized to correct negative behavior in the workplace, there are infractions based on their seriousness nature, that require an immediate higher level of discipline to be issued. The Department reserves the right to do so based on just cause.
5. Suspension, Fine and Demotion for Disciplinary Purposes – The Board of Fire Commissioners in cooperation with the Chief of The Department may suspend without pay, or with reduced pay, fine or demote an employee due to inefficiency, incompetence, misconduct, negligence, insubordination, or for other sufficient cause.
6. Causes for Removal – Any one of the following shall be cause for removal from the service, although removals may be made for sufficient causes other than those listed:

- (a) Neglect of duty.
- (b) Blatant incompetence or inefficiency.
- (c) Incapacity due to mental or physical disability.
- (d) Insubordination or serious breach of discipline.
- (e) Chronic or excessive absenteeism.
- (f) Disorderly or immoral conduct.
- (g) Willful violation of any of the provisions of the rules or regulations or other statutes relative to the employment of public employees.
- (h) The conviction of any criminal act or offense.
- (i) Negligence of, or willful damage to public property or waste of public supplies.
- (j) Conduct unbecoming an employee in public service.
- (k) The use or attempt to use ones authority or official influence to control or modify the action, political or otherwise, of any person.

RULES, CHARGES AND DISCIPLINARY ACTIONS

The following is a list, not exhaustive, of rules, charges and disciplinary actions, which may be taken against Firefighters and Fire Officers:

Rule 1: Accepting bribes or gratuities for permitting illegal acts: Level II Offense

Disciplinary action for first offense – dismissal.

Rule 2: Involved in a crime of moral turpitude that negatively affects the operation of the Department: Level II Offense

Disciplinary action for first offense – dismissal.

Rule 3: Repeated violations of Departmental Rules & Regulations, or any other course of conduct indicating that a member has little or no regard for his responsibility as a member of the Department: Level II Offense

Disciplinary action – dismissal.

Rule 4: Sexual harassment: Level II Offense

Disciplinary action for first offense – 10 day suspension.

Disciplinary action for second offense – dismissal.

Rule 5: Failure to report, in writing, offers of bribes or gratuities to permit illegal acts:

Level II Offense

Disciplinary action for first offense – 5-day suspension.

Disciplinary action for second offense – 10-day suspension.

Disciplinary action for third offense – dismissal.

Rule 6: Knowingly and willfully making a false entry in any Departmental report or record:

Level II Offense

Disciplinary action for first offense – 10-day suspension.

Disciplinary action for second offense – dismissal.

Rule 7: Intoxication on duty: Level II Offense

Disciplinary action for first offense – 10-day suspension.

Disciplinary action for second offense – dismissal.

Rule 8: Consumption and/or distribution of controlled dangerous substances while on duty and off-duty: Level II Offense

Disciplinary action for first offense - 10-day suspension.

Disciplinary action for second offense - dismissal.

Rule 9: Communicating or imparting confidential information, either in writing or verbally, to unauthorized persons: Level II Offense

Disciplinary action for first offense – 10-day suspension.

Disciplinary action for second offense – dismissal.

Rule 10: Willfully damaging Department property and/or equipment: Level II Offense

Disciplinary action for first offense – 5-day suspension.

Disciplinary action for second offense – dismissal.

Rule 11: Removing official documents from the Department without permission: Level II Offense

Disciplinary action for first offense – 10-day suspension.

Disciplinary action for second offense – dismissal.

Rule 12: Intoxication off duty, not in uniform, and arrested: Level II Offense

Disciplinary action for first offense – 5-day suspension.

Disciplinary action for second offense – 10-day suspension.

Disciplinary action for third offense – dismissal.

Rule 13: Failure to properly supervise subordinates, or to prefer disciplinary charges, or to take other appropriate disciplinary action: Level II Offense

Disciplinary action for first offense – 5-day suspension.

Disciplinary action for second offense – demotion.

Disciplinary action for third offense – dismissal.

Rule 14: Failure to properly care for assigned equipment and vehicles, damaging same due to neglect: Level II Offense

Disciplinary action for first offense – 5-day suspension.

Disciplinary action for second offense – 10-day suspension.

Disciplinary action for third offense – dismissal.

Rule 15: Neglect of duty: Level II Offense

Disciplinary action for first offense – 5-day suspension.

Disciplinary action for second offense – 10-day suspension.

Disciplinary action for third offense – dismissal.

***** For rules 17 - 40, the Level II Discipline will be recommended by the Chief of Department and his/her subordinate Fire Officers/Supervisors based on the severity of the infraction and issued as outlined in Department Disciplinary Hearing.**

Rule 17: Fighting or quarreling with members of the Department as prescribed in this code:

Disciplinary action for first offense – oral reprimand – Level I

Disciplinary action for second offense – written reprimand – Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

* A physical altercation will automatically result in a written reprimand for the first offense.

Rule 18: Refusal to obey proper orders from a superior:

Disciplinary action for first offense – written reprimand - Level I

Disciplinary action for second offense or subsequent offense – Level II

Rule 19: Failure to comply with the Chief's orders, policy directives, regulations, etc., oral or written, and also those of superiors and supervisors:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 20: Failure to possess and maintain a current and valid New Jersey State vehicle operator's license or Identification:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 21: Using rude or insulting language or conduct offensive to the public:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 22: Publicly criticizing the official action of a superior officer:

Disciplinary action for first offense – written reprimand - Level I

Disciplinary action for second offense or subsequent offense – Level II

Rule 23: Odor of alcoholic beverage on breath while on duty; confirmed by testing:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 24: Failure to recognize and satisfy any just debts which negatively affect the Department:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 25: Conduct subversive of good order and the discipline of the Department:

Disciplinary action for first offense – written reprimand - Level I

Disciplinary action for second offense or subsequent offense – Level II

Rule 26: Using profane or insulting language to a superior officer or any member of the Department:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 27: Absence without leave for 60 days without any notification to Chief of Department or Chairman of the Board

Disciplinary action for first offense – Level II Discipline

Rule 28: Absence without leave for 40 hours for full time employees with no notification to the Chief of Department or Chairman of the Board

Disciplinary action for first offense – Level II Discipline

Rule 29: Failure to conduct proper, thorough, and complete investigations:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 30: Failure to report as witness when subpoenaed or ordered by superior officer:

Disciplinary action for first offense – written reprimand - Level I

Disciplinary action for second offense or subsequent offense – Level II

Rule 31: Failure to be home without legitimate reason after reporting sick:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 32: Failure to obtain any required medical treatment or certificate while on sick leave:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 33: Failure to submit a properly written required report within a reasonable prescribed period of time as per regulations:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 34: Unexcused tardiness:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 35: Changing residence or telephone number without giving prompt and proper notification:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 36: Unauthorized persons in Department vehicles:

Disciplinary action for first offense – oral reprimand - Level I.

Disciplinary action for second offense – written reprimand - Level I.

Disciplinary action for third offense or subsequent offense – Level II Discipline.

Rule 37: Untidy appearance and dress while in uniform:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 38: Not in full prescribed uniform:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 39: Failure to give prescribed identification when answering telephone:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 40: Refusal to give name and rank when properly requested:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

PUBLIC COMPLAINTS

Policy Directive 1005

EFFECTIVE DATE: October 1, 2008

REVISION DATE: 03/25/2024

GENERAL INFORMATION

Objective

The Lindenwold Fire Department desires to maintain a positive relationship with the public that we serve. As with any organization, situations arise that cause individuals to lodge verbal and written complaints. It is our policy to proactively handle each event to the best of our ability. Our experience shows that most often, we can resolve complaints by explaining our actions and answering related questions. The most important action in answering concerns identified by the public is to do so quickly and honestly.

Definitions

Verbal -A complaint that is received verbally at any level within the organization.

Written -A complaint that is received in writing, usually at the Fire Administration Building.

POLICY

Verbal Complaints

These complaints may easily be resolved by the Company Officer and/or Unit Leader within the chain of command. If a verbal complaint cannot be handled at any of the levels mentioned above, a memorandum shall be sent to the Chief of Department via the chain of command. The memorandum should include a description of the complaint, attempted remedy, and a point of contact for the complainant.

If a verbal complaint is handled at any level, a courtesy notification will be made to the Chief of Department via email.

Written Complaints

These complaints will be resolved by the Chief of Department or his/her designee. If a written complaint is received at any level within the organization, it shall be forwarded to the Chief of Department via the chain of command.

Handling Complaints -All complaints will be processed immediately or as the situation warrants. Any complaint will be handled in a professional and courteous manner. Written complaints will be kept on file at the Fire Administration Building.

LFD ETHICS

Policy Directive 1007

EFFECTIVE DATE: October 1, 2008

REVISION DATE: 03/25/2024

GENERAL INFORMATION

Objective

It is the purpose of this Policy Directive to help guide the Lindenwold Fire Department and its employees in emphasizing ethics as an approach to everyday business. As in any similar type of policy, the laws that govern our community, state and federal government believe the principles within this document. All personnel will be governed by these publications and shall be aware of the contents of same and their responsibilities for compliance when appropriate.

POLICY

We believe working at the Lindenwold Fire Department is a public trust. The vitality and stability of an organization like ours rely on the public's confidence in the integrity of our members. Whenever the public perceives a conflict between the private interests and the public duties of an appointed government employee or staff personnel in a public organization, that confidence is imperiled. Ethics and integrity are the cornerstones of the Department's ability to serve the public interest. They are also the cornerstones of developing, earning, and maintaining the trust and respect of the citizens of Lindenwold. The Lindenwold Fire Department has the duty both to provide the citizens they serve with standards by which they may determine whether public duties are being performed and to apprise their employees and members of the behavior which is expected of them while conducting their duties. Our goal is to provide a method of assuring a standard of ethical conduct for the Lindenwold Fire Department members and employees that is clear, consistent, and uniform in its application, and to provide its members and employees with advice and information concerning possible conflicts of interest which might arise in the conduct of their public duties. Further, it requires its members and employees to be independent, impartial, and responsible to the public. This document will be liberally construed in favor of protecting the public's interest in full disclosure of conflicts of interest and promoting ethical standards of conduct for Department members and employees.

RESPONSIBILITY

Personal responsibility is important for every member of the Department. If mediocrity in ethics is allowed to become the normal operating procedure for a department, then the integrity of the department is compromised. Accordingly, this policy establishes standards of conduct for all members and employees of the Lindenwold Fire Department under the jurisdiction of the Board of Fire Commissioners, Fire District 1, Lindenwold, whether elected or appointed, paid or unpaid, and they shall comply with the following provisions.

1. Disqualification From Acting on Department Business

a) Engage in any transaction or activity, which is, or would to a reasonable person appear to be, in conflict with or incompatible with the proper discharge of official duties, or which impairs, or would to a reasonable person appear to impair, the member's or employee's independence of judgment or action in the performance of official duties and fail to disqualify him or herself from official action in those instances where the conflict occurs

b) Have a financial or other private interest, direct or indirect, personally or through a member of his or her immediate family, in any matter upon which the member or employee is required to act in the discharge of his or her official duties, and fail to disqualify himself or herself from acting or participating

c) Fail to disqualify himself or herself from acting on any transaction which involves the Department and any person who is, or at any time within the preceding twelve (12) month period has been a private client of his or hers, or of his or her firm or partnership

d) Have a financial or other private interest, direct or indirect, personally or through a member of his or her immediate family, in any contract or transaction to which the Department or any Department agency may be a party, and fails to disclose such interest to the appropriate Department authority prior to the formation of the contract or the time the Department or Department agency enters into the transaction; provided, that this paragraph shall not apply to any contract awarded through the public bid process in accordance with applicable law.

2. Improper Use of Official Position

a) Use his or her official position for a purpose that is, or would to a reasonable person appear to be primarily for the private benefit of the member or employee, rather than primarily for the benefit of the Department; or to achieve a private gain or an exemption from duty or responsibility for the member or employee or any other person; b) Use or permit the use of any person, funds, or property under his or her official control, direction, or custody, or of any Department funds or Department property, for a purpose which is, or to a reasonable person would appear to be, for other than a Department purpose; provided, that nothing will prevent the private use of Department property which is available on equal terms to the public generally, the use of Department property in accordance with municipal policy for the conduct of official Department business (such as the use of a Department automobile), if in fact the property is used appropriately; or the use of Department property for participation of the Department or its officials in activities of associations of governments or governmental officials; c) Except in the course of official duties, assist any person in any Department transaction where such Department member or employee's assistance is, or to a reasonable person would appear to be, enhanced by that member or employee's position with the Department; provided that this subsection; but shall not apply to: any member or employee appearing on his or her own behalf or representing himself or herself as to any matter in which he or she has a proprietary interest, if not otherwise prohibited by ordinance; d) Regardless of prior disclosure thereof, have a financial interest, direct or indirect, personally or through a member of his or her immediate family, in a business entity doing, or seeking to do, business with the Department, and influence or attempt to influence the selection of, or the conduct of business with, such business entity by the Department.

3. Accept Gifts or Loans

a) Solicit or receive any retainer, gift, loan, entertainment, favor, or other thing of monetary value from any person or entity where the retainer, gift, loan, entertainment, favor, or other thing of monetary value has been solicited, or received or given or, to a reasonable person, would appear to have been solicited, received or given with intent to give or obtain special consideration or influence as to any action by such member or employee in his or her official capacity; provided, that nothing shall prohibit contributions which are solicited or received and reported in accordance with applicable law.

4. Disclose Privileged Information

a) Disclose or use any privileged or proprietary information gained by reason of his or her official position for a purpose which is for other than a Department purpose; provided, that nothing shall prohibit the disclosure or use of information which is a matter of public knowledge, or which is available to the public on request.

5. Hold Financial or Beneficial Interest in Department Transaction.

a) Regardless of prior disclosure thereof, hold or acquire a beneficial interest, direct or indirect, personally or through a member of his or her immediate family, in any contract which, in whole or in part, is, or which may be, made by, through, or under the supervision of such member or employee or which may be made for the benefit of his or her office; or accept, directly or indirectly, any compensation, gratuity, or reward in connection with such contract from any other person or entity beneficially interested therein, in violation law. b) Regardless of prior disclosure thereof, be beneficially interested, directly or indirectly, in any contract or transaction which may be made by, through or under the supervision of such member, in whole or in part, or which may be made for the benefit of his office, or accept, directly or indirectly, any compensation, gratuity or reward in connection with such contracts or transaction from any other person beneficially interested therein.

6. Prohibited conduct after leaving the Department

a) No former member or employee shall disclose or use any privileged or proprietary information gained by reason of his/her Department employment unless the information is a matter of public

knowledge or is available to the public on request; b) No former member or employee shall, during the period of one (1) year after leaving Department Office or employment:

- Assist any person in proceedings involving the agency of the Department with which he or she was previously employed, or on a matter in which he or she was officially involved, participated, or acted in the course of duty
- Represent any person as an advocate in any matter in which the former member or employee was officially involved while a Department member or employee.
- Participate as a competitor in any competitive selection process for a Department contract in which he or she assisted the Department in determining the project or work to be done or the process to be used. c) A Department member, who contracts with a former Department member or employee for expert or consultant services within one (1) year of the latter's leaving Department office or employment, shall promptly inform the Administrator about the agreement.

RISK MANAGEMENT PLAN

Policy Directive 1202

EFFECTIVE DATE: OCTOBER 1, 2008

REVISION DATE: 03/25/2024

GENERAL INFORMATION

Objective

The Lindenwold Fire Department has developed, implemented, and operates a Risk Management Plan. The intent of this Plan is:

- To serve our customers both internally and externally.*
- To limit the exposure of the Fire Department to situations that could have harmful undesirable consequences to the Department and its members.*
- To provide the safest possible work environment for the members of the Department.*

POLICY

The following procedures and responsibilities apply to the Risk Management Plan:

Procedures

- A. The Risk Management Plan (the Plan) is intended to follow NFPA 1500, Standard for Fire Department Occupational Safety and Health.
- B. Fire Department Policies and Procedures shall ensure that the risks associated with the Operations of the Fire Department are identified and managed.
- C. The Plan shall cover Administration, Training, Fire Prevention, Vehicle Operations, Protective Clothing and Equipment, Operation at Emergency and Non-Emergency incidents and other related activities.
- D. The Plan shall include the following components:
 - 1) *Risk Identification* - what are the potential problems?
 - 2) *Risk Evaluation* - what is the likelihood of an occurrence of a given problem and the severity of its consequence.
 - 3) *Risk Control Techniques* - what solutions are there for elimination or mitigation of a potential problem?
 - 4) *Risk Management Monitoring* - evaluate the effectiveness of the process; is every member committed to doing their part?
- E. Methodology:

- 1) Reports and records on the occurrence and severity of accidents, injuries, and occupational illnesses in the Lindenwold Fire Department.
- 2) Reports received from the Fire District's Insurance Carriers.
- 3) Specific occurrences that are identified as needing Risk Management.
- 4) National trends and reports that are applicable to the Lindenwold Fire Department.
- 5) Knowledge of the risks that are encountered by the Fire Department within Lindenwold.
- 6) Any additional area that is identified by the Fire Department and its personnel.

Responsibilities

- A. The Fire Chief has the responsibility for the implementation and operation of the Department's Risk Management Plan.
- B. The Department Officers have the responsibility of developing, managing, and revising the Risk Management Plan.
- C. All members of the Lindenwold Department have the responsibility for ensuring their health and safety based on the requirements of the Risk Management Plan.

IMPLEMENTATION

In order for the Risk Management Plan to be successful, specific "Strategies" and "Tactics" will need to be utilized.

A. STRATEGIES:

- 1) Review records and reports on the frequency and severity of accidents, injuries, and occupational illnesses.
- 2) Review reports from the Fire District's Insurance Carriers.
- 3) The knowledge of specific occurrences and specific situations that are identified in Lindenwold.
- 4) Review national trends and reports that are applicable to the Lindenwold Fire Department.
- 5) Review areas identified by Department members.

B. TACTICS:

- 1) Identify risks during Training, Physical Fitness, Non-Emergency Vehicle Driving, and Station Activities i.e. maintenance, office functions.
- 2) Identify risks during fire ground operations, EMS, Hazardous Materials Incidents, Special Operations, and Emergency Vehicle Operations.
- 3) Evaluate the risks based upon the frequency and severity (low, medium, high).
- 4) Address the risks in order of priority and select a means of controlling them.

C. PLAN EVALUATION:

- 1) The Lindenwold Fire Department Risk Management Plan will be reviewed on a yearly basis. This will be done during the month of October, to coincide with the yearly inspection report submitted to the Insurance Carrier.
- 2) Recommendations and revisions will be based on annual accident and injury data, significant incidents that occurred during the year, and input from the Department Personnel.

RECORDKEEPING

- A. The Fire Department shall maintain records on all accidents, injuries, exposures to communicable diseases and toxic products, or deaths that are job related.
- B. The Fire Department shall maintain a confidential Health File on each member.
- C. The Fire Department shall maintain training records on each member to include dates and subjects.
- D. The Fire Department shall maintain inspection, maintenance, repair and service records for vehicles and equipment used for emergency operations and training.

SAFETY COMMITTEE

A Safety Committee shall be established and shall serve in an advisory capacity to the Chief of Department. The Committee shall be comprised of the Department Officers and select individual representatives from other units (companies, FAB, FMO).

SAFETY AND HEALTH POLICY STATEMENT

The Lindenwold Fire Department considers no phase of its operation more important than safety and health protection. We will provide and maintain safe and healthy working conditions and establish and insist upon safe work methods and practices at all times. Safety and health shall be an integral part of all operations including planning, development, administration, and transportation. Accidents have no place in our Department. We will work consistently to maintain safe and healthy working conditions, to adhere to proper operating practices and procedures designed to prevent injury and illness, and to observe Federal, State, local and Department safety, and health regulations. Each level of management must reflect an interest in Department safety and health objectives and is required to set a good example by always observing the rules as a part of their normal work routine. Management interest must be vocal, visible, and continuous, from top management to departmental supervisors. All employees are expected to follow safe working practices, obey rules and regulations and to work in a way which maintains the high safety and health standards developed and sanctioned by the Department. We urge all employees to make our safety and health program an integral part of their daily operations. Then the total elimination of accidents and injuries will become not just an objective, but a way of life.